Please be advised that the California Arts Council is continuing the assessment of its programs, resulting in the potential redesign of the agency's programs beginning with next fiscal year. These guidelines have changed, please review closely. CPV's website includes a list of changes.

BACKGROUND
The Creating Places of Vitality Program (CPV) is rooted in the California Arts Council's (CAC) vision to create a state where arts and culture are viewed by residents and policymakers alike as not just important, but indispensable to the individual's quality of life, to healthy communities, and to state and local economies. **The arts offer opportunities to encourage creative innovation and to engage in meaningful cultural activities that can transform neighborhoods and communities to create a distinct sense of place.**

PURPOSE
CPV will support arts organizations, in rural and underserved communities, that propose **new or expanded partnerships** to implement place-based projects. Applicants may select one of the following partnership goals (not limited to the examples provided under each goal). <u>A public component must be included. Examples may be a culminating presentation, a performance, special event, etc.</u>

- **Foster Attractive and Livable Neighborhoods and Communities**
  - Supporting projects such as festivals, cultural tourism efforts, arts services for seniors, mural and beautification projects, culturally specific celebrations, arts in the parks, designs for public spaces and other civic-oriented programs.

- **Encourage Economic and Community Development**
  - Supporting programs that bring together community residents, artists, civic, corporate and/or business leaders, and designers to plan and build communities using the arts.
  - Projects might focus on building civic pride, strengthening relations, promoting economic activity, providing incentives for investments and encouraging spending by those who seek artistic and entertainment venues.

- **Provide Greater Access to the Arts for Individuals, Families and Communities**
  - Providing arts experiences and lifelong learning in all arts disciplines.
  - Supporting programs that bring the arts closer to neighborhoods and communities and that reduce the practical barriers to arts engagement and participation.
  - Exploring innovative strategies to increase arts engagement and participation.

- **Support Safe, Creative Opportunities for Youth**
  - Encouraging arts activities and engagement in community-based spaces and after school settings—during and after school.
  - Providing arts experiences and learning in all arts disciplines.
  - Encouraging teachers and community members working with youth to utilize the arts to achieve their educational and social objectives.

PARTNERSHIPS

With the arts as a central vision, partnerships offer opportunities to forge new relationships and are essential to the project's successful outcome. Partnerships are characterized by two or more organizations or entities having agreed to formally work together with a common goal to address the needs and issues that could not be accomplished alone.

CPV proposals must involve at least two partners to share resources and provide leadership for the project:
- An arts organization (applicant and lead) and a primary partner, preferably from a different sector: Public (government); Private (business); and Nonprofit.
- <u>Additional partners from various sectors are encouraged</u> to complement and strengthen the project.

 Potential partner(s) may include local and state agencies, business leaders, nonprofit organizations, real estate developers, arts organizations, artists, community organizations, etc. If unclear about appropriate partner(s), contact CPV Program Specialist (see Staff Assistance).

Applicants with a primary partner from a different sector and with additional partners will be most competitive.

ELIGIBILITY

CPV supports California arts organizations, <u>based</u> in and <u>serving</u> rural or underserved communities, proposing **new or expanded partnerships** to implement place-based projects. You may apply under one of two categories: Rural or Underserved.

Rural: County populations of 200,000 or fewer (see list of eligible counties below).

- Arts organizations and local arts agencies based in rural counties.
- Arts organizations with a continuous arts programming track record over the last two years. (Organizations whose primary focus is a single event, or events held over the course of a single day or weekend, per year, are not eligible to apply.)
- Non-arts organizations with an arts component comprising at least 50% of their budget. If you have questions, please contact CPV Program Specialist (see Staff Assistance).

* Organizations applying under "rural" must be based in one of the following counties:
 Alpine, Amador, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Modoc, Mono, Napa, Nevada, Plumas, San Benito, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

Underserved: Includes inner city, historically underserved ethnic and cultural communities, people with disabilities, low-income communities, etc.

- Arts organizations with budgets of $700,000 or less.
- Arts organizations with a continuous arts programming track record over the last two years. (Organizations whose primary focus is a single event, or events held over the course of a single day or weekend, per year, are not eligible to apply.)
- Non-arts organizations with an arts component comprising at least 50% of their budget. If you have questions, please contact CPV Program Specialist (see Staff Assistance).
- Local arts agencies functioning as a unit of government are not eligible to apply.
- To spread our limited dollars, we have the following restrictions in the "Underserved" category:

- o Organizations applying to CPV and Artists in Schools (AIS) Programs; if recommended for funding in more than one program in a given year will be expected to choose one grant.
  - o Exception: Organizations receiving AIS Planning grants.

FISCAL RECEIVER

An applicant without nonprofit status may use a fiscal receiver that has nonprofit status, 501 (c) (3), and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal receiver becomes the legal contractor.

REQUIREMENTS

- Propose **new or expanded partnerships** to implement a place-based project that includes a public component, such as a culminating presentation, a performance, special event, etc.
- Applicant (lead) must apply with a primary partner to share resources and provide leadership for proposed project. Partner must include a letter of intent describing its role and resources (monetary and/or in-kind services).
- If proposing to work with additional partners, submit letters of intent from these entities describing role and resources to be contributed (monetary and/or in-kind services).

APPLICATION CYCLE

- Deadline: March 7, 2014 (online submission—before midnight)
- Grant Dates: Late June, 2014 – May 31, 2015

REVIEW CRITERIA

The peer review panel will evaluate applications based on the following Criteria.

- *Artistic Merit:* Samples of artistic work and support materials, artistic personnel, and arts programming schedule of activities.

- *Quality of Project:* Clarity of plan, per identified partnership goal; strength and commitment of proposed new/expanded partnership(s) and the sector(s) involved to implement the project; community involvement; and effective publicity and advocacy strategies to promote project's value, sense of place, and sustainability.

- *Community Impact:* Project's relevance and benefit to target community; degree to which it makes the most of existing local assets; and creates a sense of place and vitality.

- *Ability to Complete Proposed Project:* Qualifications of project's team; project budget, community support, and overall fiscal health.

RANKING PROCESS

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks to an application. A 10-point ranking system has been implemented. Panelists' ranks are averaged to obtain the final score.

10-Point Numerical Ranking System

10   **Model**   Meets all of the review criteria to the highest degree possible.

8-9   **Excellent**   Designates an applicant as a high priority for funding.

5-6-7 Good   Strongly meets the review criteria; however, some improvement or development is needed.

2-3-4 Marginal Has some merit; however, does not meet the criteria in a strong or solid way.

1   Ineligible Not fundable under any circumstances; inappropriate for CAC support.

Depending on the amount of funds available and the number of applicants, a cutoff point will be made based on the ranking. Funding recommendations will be decided through this process.

GRANTEE REQUEST AMOUNT
The Council will award grants of up to $10,000. CPV requests cannot exceed an organization's total income based on its last completed budget.

MATCHING
All grant recipients must provide a dollar-for-dollar (1:1) match. The cash match may be from corporate, private contributions, local government, or earned income. Funds from the National Endowment for the Arts or other State funds cannot be used as a match. A combination of in-kind contributions may be used to match the CAC request with the approval of CPV Program Specialist (see Staff Assistance).

WHAT WE DO NOT FUND
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing.
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the starting or after the ending date of the grant

GRANTEE REQUIREMENTS
- To better educate our elected representatives on the value of the arts, you will be expected to include with your approved grant, copies of signed letters sent to the Governor and your State Senate, Assembly, and U.S. Congress representatives thanking them for your CPV grant.
- Use CAC and National Endowment for the Arts (NEA) logos on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.).
- Credit the CAC and the NEA on all printed and electronic materials:
    > "*This activity is funded in part by the California Arts Council, a state agency,*
    > *and the National Endowment for the Arts, a federal agency.*"
- When discussing programs supported by this grant, verbal credit must be given.
- A Final Report summarizing CPV grant accomplishments will be required at the end of the grant period.

STAFF ASSISTANCE
CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact John Seto, CPV Program Specialist, at john.seto@arts.ca.gov or 916/322-6395.**

APPENDIX

California Cultural Data Project

The California Arts Council requires all applicants to fill out a profile through the California Cultural Data Project and submit a funder report along with your application. To complete this part of your submission go to the California Cultural Data Project website:
http://www.caculturaldata.org/about.aspx.

The California Arts Council, along with other public and private funders in California, is partnering with the Cultural Data Project and now requires applicants to complete a Cultural Data Profile through the California CDP Website (http://www.caculturaldata.org).

The California CDP is an online system for collecting and standardizing historical financial and organizational data and will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California. It is hoped that access to this data will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state. Applicants applying to more than one of the participating grantmakers will only need to complete this form once each year.

Participation in the California Cultural Data Project (California CDP) is required for all California Arts Council applicants. As part of the application process, a Funder Report, created through the California Cultural Data Project, is also due to the California Arts Council by this application's deadline.

Instructions for the Use of the California CDP:
1. Your organization must be registered with the California CDP Website and have created an organizational login ID and password.

2. Your organization, or arts program/department within a larger organization, will enter historic financial and programmatic information for completed fiscal years using board-approved audits or reviews. If your organization is not audited, you will enter information from your board-approved year-end financial statements.

   Please note, your project budgets, narratives, and organizational budgets are NOT collected by the California Cultural Data Project and will remain part of the California Arts Council application.

3. If this is your first year of use, you are asked to **complete a Cultural Data Profile for each of the two most recently completed fiscal years.** (Going forward, you will only need to provide one year of data.)

4. Once you have completed and submitted your Cultural Data Profile, go to the "Funder Reports" section of the California CDP Website and print **this** application's Funder Report for the California Arts Council, and include it with your application materials. Relevant information from the applicant's Cultural Data Profile will automatically be included in the California Arts Council Funder Report. **Please be sure to review your Funder Report.**

5. The California CDP Help Desk will review each of your submitted profile(s) and contact you with suggested revisions. It is your responsibility to respond and to make all necessary changes

to the submitted Data Profile(s). Making these suggested revisions may help you represent your organization more accurately in the Funder Reports you use as part of your application to participating grants programs and in the powerful User Reports.

The complete instructions for the use of the California CDP are available on the California CDP Website. Please direct questions concerning the Cultural Data Profile to:

California CDP Help Desk:
Toll Free: *1-866-9-CAL-CDP (1-866-922-5237)*
Email: help@caculturaldata.org
The California CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm PST.

California CDP Website: http://www.caculturaldata.org

California
GA
aRTs
Arts Council

Application Instructions

The CPV Program supports new or expanded partnerships to implement place-based projects, per identified CPV partnership goal (see page 1 of CPV Guidelines).

Preparing Application:
Read all instructions and complete all questions. Incomplete and improperly submitted applications will not be considered. Narrative sections may be prepared in Word and copied into the application.

1. **Organization Information form:** Fill out application form including your organization's Total Fiscal Activity for actual, current, and projected budget years. These totals should reflect an operating budget. Exclude In-Kind and Pass-Through Funds. If applicant is a non-arts organization with an arts component, use only arts-related budget totals. Explain significant shifts (10%) between fiscal/calendar years in corresponding Budget Notes field and reference fiscal/calendar year.

   If using a Fiscal Receiver, select Fiscal Receiver under Nonprofit Status field and fill out appropriate section.

2. **Partner(s) form:** Fill out Primary Partner information, including Partnership Type, Sector, and Resources. If providing monetary and in-kind services, check both areas. If collaborating with Additional Partners, fill out corresponding fields.

3. **Proposed Project form:** Fill out corresponding fields. The Proposed Project Description is a summary of your proposal indicating how grant funds would be used and will introduce your proposal to the review panel. Make sure it is clear and concise and avoid general statements. This field will automatically populate corresponding field in the Project Description and Budget form of this application.

4. **Organization Mission and Purpose page:** Fill out corresponding fields.

5. **Proposal Narrative page:** Fill out 1. Proposed Project; 2. Publicity and Advocacy Strategies; and 3. Community Impact sections, addressing all questions under each section. Include corresponding letters as a reference under each question.

6. **Project Description and Budget page:** The Project Description is a summary of your proposal indicating how grant funds would be used. This field will be populated when filling out corresponding field in the Proposed Project form. Under Exhibit B – Budget Detail, indicate with a check mark if staff is new; specify in parenthesis total # of staff, per line item; and include rate of pay. Complete Budget section indicating projected grant expenditures and source(s) of matching funds as dollar-for-dollar (1:1). If providing partial in-kind contributions as a match, get approval from CPV Program Specialist (see Staff Assistance). Specify

in-kind services and dollar value under Sources of Match in the "Other" line item and label as "in-kind." <u>The totals in your CPV Request, Match and Sources of Match, must be the same.</u>

7. **Organizational Budget Summary page (this is an operating budget):** Includes current income and expenses (covering calendar year 2014 or fiscal year 2013-14). <u>If applicant is a non-arts organization with an arts component, only include arts-related budget.</u> <u>Do not include "in-kind" or "pass-through" funds in your operating budget.</u> There are specific line items for this purpose under line items XII and XIII. If the total under "27. Other" is greater than 10% of "28. Total Expenses," include an explanation of these expenses referencing "27. Other" under Budget Notes. Other budget notes may include explanations for significant amounts in line items between VIII – XIII.

8. **Schedule of Arts Programming and Services for 2013 & 14 (Jan-Dec.) page:** Briefly describe in chronological order, starting with 2013, corresponding activities—actual and projected— with date, location, total audience/participants, and admission fee (1 page).

9. **Support Materials and Samples of Artistic Work:** The following materials are to be uploaded--in the order below-- as part of your application. These can be in the form of pdf, Word documents, etc.

   a. **Documentation of Artistic Work (mandatory**): The quality of your organization's artistic work is very important in evaluating your application. <u>CPV panel will spend up to five minutes reviewing your work.</u> Submit <u>recent</u> (last two years) documentation showing your work at its best. If applicable, include samples related to your proposed project, including samples of work from artists proposed to receive CPV funds. Describe the contents of your documentation using appropriate log form(s).

   b. **Applicant Organization**: Short biographies (not resumes) of Key Artistic & Administrative personnel (1 page).

   c. **Project Team:** Short bios of key Artistic, Administrative, Technical, or other individuals to be involved in carrying out proposed project. Include name, title, experience, and role with proposed project. If supported by CPV funds, include "CPV Funds" in bold, at the end of individual's paragraph. If including a member of applicant organization, don't repeat bio/experience information, but do provide title and role with proposed project (up to 2 pages).

   d. **Current list of Board of Directors** with name, occupation and city (total 1 page, if applicable). Identify with an "*" and brief description the board members who reflect the community (ies) you serve.

   e. Submit **letters of intent** from your Primary and Additional Partner(s) indicating role and resources to be provided to the project. Letters must be on organization's letterhead and signed by its executive director or board chair.

   f. Copies of up to three (3) different **supplemental materials** generated within the past two years that best reflect your organization's arts programming and services. These may include flyers, brochures, programs, newsletters, support letters, etc.

   g. **CAC Funder Report for CPV**: Include your organization's California Cultural Data Project (California CDP) Funder Report for the CPV Program. <u>This is a one-page report</u> and is generated at California CDP's Website: <u>www.caculturaldata.org</u>. Participation in the California CDP is required

for all CAC applicants and consists of completing a Cultural Data Profile for your organization at California CDP's Website. <u>Include your most recently completed budget years</u>.

How to Submit Support Materials and Samples of Artistic Work

To upload your support materials and samples of artistic work to your application, see instructions in the Upload Support Materials page of your CPV online application (table of contents).

- Submit <u>recent</u> (last two years) documentation showing your work at its best. If applicable, include samples related to your proposed project, including samples of work from artists proposed to receive CPV funds.
- Do not include public testimony and limit applause in your samples.
- Do not submit Power Point presentations.
- Panel will review up to 5 minutes of your work.

<u>Allowed File Types</u>:
- **Images**:   **jpg, jpeg, gif, bmp, png, tif**
- **Video:**   **3gp, avi, flv, mov, mp4, mpg, rm, wmv**
- **Documents:**   **doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, eps**
- **Audio:**   **aac, mid, midi, mp3, mpa, ra, wav, wma, m4a**

Documentation of Artistic Work (based on your discipline):

Arts Service and Local Arts Agencies: Fill out Schedule of Arts Programming/Services log. If applicable, submit samples of work that apply in discipline-specific areas of service and attach corresponding log(s).

Dance: Submit up to two video samples (excerpts) totaling 5 minutes.

Interdisciplinary (includes performance art): Maximum of 10 images and/or a video or audio with up to two sample clips totaling 5 minutes.

Literature: Submit up to 10 written pages for one artist; or 5 pages per artist not to exceed 20 pages total. Pages should be 8 ½ x 11, preferably double spaced; with artist's name on upper, right hand corner. If applicable, indicate date and name of publication in your log of artistic work.

Media: Submit up to two video or audio samples totaling 5 minutes.

Multidisciplinary Arts: Submit up to 10 images and/or a video or audio with up to two sample clips totaling 5 minutes.

Music: Submit up to two audio samples totaling 5 minutes. For choruses, include at least one unaccompanied selection. You may submit two video samples instead, totaling 5 minutes.

Theater: Submit up to two video samples totaling five minutes.

Visual: Submit up to 10 images of professional work from one or multiple artists involved in proposed project. Each image should include artist's name, dimensions, and year completed.

Contact John Seto, CPV Program Specialist, if you need further clarification (john.seto@arts.ca.gov, 916/322-6395).

PROJECT DESCRIPTION & BUDGET INSTRUCTIONS
(Refer to Project Description and Budget page in CPV application)

EXHIBIT A – PROJECT DESCRIPTION
Provide a clear summary of your CPV proposal. This summary will be used to introduce your proposed project to the review panel and may be used in CAC publications.

EXHIBIT B
I. BUDGET DETAIL
(Note: totals calculate after tabbing to the next field)

Personnel Expense Category (see below)
- List personnel positions supported by this grant in the appropriate category. Multiple personnel may be grouped together--specify total personnel. For Example: "performing artists (5)."
- New? Check this box if this is a new position being supported.
- Give the rate of pay (annual; monthly, hourly; per service, etc.)
- Indicate amount of CAC funds to be used to support each position.
- Match CAC funds 1:1 (dollar for dollar). Do not overmatch. Only match the portion that the CAC funds are covering.

Operating/Production Expense
- This line item includes space rental, equipment rental, regranting, travel (in-state), supplies, postage, printing, phones. Specify areas supported.

Source of Match
- Identify the source(s) of matching funds. Do not overmatch (these should equal your Request and Match). If using "in-kind," get approval from CPV Program Specialist. Specify in-kind services and dollar value under "Other" line item and label as "in-kind."

Personnel Categories
1. Artistic
Includes artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, actors, dancers, musicians, teachers, traditional folk artists, guest artists, puppeteers, artistic consultants.

2. Administrative
Includes program and managing director, executive director, general manager, business manager, public relations officer, marketing/development staff, clerical, maintenance and security staff, ushers, box office personnel, administrative consultants.

3. Technical
Includes technical directors, wardrobe, lighting, and sound crew, stage managers, stage hands, video and film technicians, technical consultants.

ORGANIZATIONAL BUDGET SUMMARY INSTRUCTIONS

(Refer to Organizational Budget Summary page in CPV application)

Definitions

(Sections I-V must reflect an Operating Budget. Include In-kind and Pass-through funds in XII and XIII)

I.A. Earned Income may include:
- Admissions: Revenue from admissions, tickets, subscriptions, etc.
- Touring: Revenue from touring activities.
- Contracted Services: Contract revenue from specific services (usually with an organization or unit of government), including performance or residency fees, etc.
- Tuition/Workshops: Revenue from sale of services (usually to individuals), such as classes, workshops, and training.
- Product Sales: Earned revenue from other sources, such as catalog sales, advertising space in programs, parking, etc.
- Investment Income: Dividends, interest, capital gains and their proceeds, including earnings from endowments if these funds are used to support operating expenses.
- Other: Other sources, if any, such as *net* income from bookstores, restaurant, or other non-program-related activities.

I.B. Contributed Income may include:
- Federal Government: Cash support from grants or appropriations by federal agencies, including the National Endowment for the Arts (NEA). Use a note to indicate which NEA program is the source of a grant.
- State Government: Cash support (other than this request) from the CAC or other state agencies.
- Local/Municipal Government: Cash support from grants or appropriations by city, county, instate regional and other government agencies.
- Individual Contributions: Cash support from private individuals; e.g., donations from patrons, boards of directors, etc.
- Business/Corporate Contributions: Cash support.
- Foundations: Cash support from private or community foundations. (Note: List corporate foundation support on line 12.)
- Memberships: Cash support (usually dues) from constituents or patrons who receive membership privileges.
- Fundraising: Include *gross* proceeds from benefits, or other special events. Include contributions from guilds and auxiliaries. Do not include income from bookstores, restaurant, or other non-program-related activities. These should be listed on Earned Income lines.

II.A. Personnel Expenses: Include salaries, wages and benefits for employees, payment to consultants, etc.
- Artistic/Administrative/Technical: For full-time, include all year-round and permanent staff; for Other, include all part-time, project based, seasonal, collaborating, and consulting personnel.

II.B. Operating Expenses may include:
- Facility Expenses/Space Rental: Rental of office, rehearsal facilities, theater, hall, gallery, etc., and overhead for basic utilities. Also include nonstructural renovations and improvements. *Do not include capital expenditures.*
- Marketing: Marketing, publicity, and promotion, not including payments to personnel listed above. (II.A.). Include: costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, or posters; food, drink, and space rental when directly connected to promotion, publicity, or advertising.
- Production/Exhibition: Costs of artistic production, including: electricity, storage, photo supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under Travel.
- Travel: All travel connected with personnel, including fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances.
- Fundraising Expense: Total cost of fundraising activities. Fundraising expenses should relate to fundraising events included in Contributed Income.
- Other Operating Expenses: Include loan payments, interest charges, miscellaneous administrative expenses not covered above, yearly acquisitions budget, insurance; and structural improvements.

III. Surplus Income (Deficit): Deficit figures will be shown in parenthesis.

Organization's Annual Budget Summary Instructions (Continued)
(*Refer to Organizational Budget Summary page in CPV application*)

IV.   Carryover Fund Balance at Beginning of Year: Include only operating funds. Do not include value of endowments, cash reserves, restricted funds, or capital assets.

V.   Accumulated Surplus: Add item III, plus item IV, if appropriate.

VI.   Other Net Adjustments: Include fund transfers, special gifts, etc. Indicate deficit adjustments.

VII.   Balance at Year End: Add item V plus item VI.

VIII. Balance of Endowment Fund: Indicate the balance of the organization's endowment fund. Provide notes detailing major increases and/or decreases to fund.

IX.   Cash Reserves: Indicate the balance, with notes detailing major increases and/or decreases.

X.   Balance of Non-operating Capital Funds: Such as construction or building funds. Provide notes detailing major increases and/or decreases to fund.

XI.   Loans/Lines of Credit: Indicate the balance of all outstanding loans. Provide notes detailing the reason for the loan, the organization's repayment plan, and term of the loan.

XII.   In-Kind Contributions: Includes the value of in-kind contributions including services, capital acquisitions, space rental, and volunteer services (artistic, administrative and technical). If the total exceeds 10% of total income (line 17), attach a schedule.

XIII. Pass-Through Funds: Include any funds received as a fiscal agent for the benefit of other organization(s).

CPV APPLICATION COMPONENTS

Support Materials and Documentation of Artistic Work must be uploaded (see instructions in application's Upload Support Materials page).

The CPV deadline for online submission is before midnight on March 7, 2014.

Upload Materials in the Following Order

Documentation of Artistic Work (mandatory)

- Audio/visual samples, per instructions under "How to Submit Samples of Artistic Work."

Support Materials

- Short bios for Applicant Organization's Key Administrative & Artistic Personnel. (1 page max).
- Short bios for Project Team, indicating "CPV Funds" if an individual will receive CPV support (2 pages max).
- Board of Directors list (1 page max, if applicable).
- Letters of Intent from Primary, and if applicable, Additional Partners.
- No more than three (3) different supplemental materials generated within the last two years that best reflect your organization's work.
- California CDP Funder Rpt. for CPV (1 page).

Submit your online application and upload support materials and documentation of artistic work before midnight, on March 7, 2014. CPV Staff will be available until 5:30 pm.